

**Houghton Primary School
Finance, Personnel, Premises & Safety Committee meeting
13 December 2016at 6.30pm**

Governors Present:

Gary Doyle (Chair)
Alan Williams (AW)
Jean Hayes (JH)
Carol Munro (CM)
Georgina Young (Head)

Also present:

Sue Jordan (SJ) School Business Manager
Caroline Lewis (CL) Clerk to Governors

Agenda Item		Action
1.	Apologies: There were no apologies.	
2.	Declarations of Pecuniary Interest: There were no declarations of pecuniary interest.	
3.	Confirmation and signing of Minutes of the last meeting: Minutes of the FPPS Committee meeting on 11 October 2016 were agreed and signed by the Chair.	
4.	Actions arising: The Clerk had forwarded the Actions schedule to Governors prior to the meeting: a. Action Item 10: <i>SJ informed Governors that the drone flight had not been completed before CD's resignation. However, the caretaker had been up on to the roof to inspect it. See also Agenda Item 10c. Closed b. Action Item 11: <i>See Agenda Item 10c.</i> Completed. c. Action Item 12: <i>See Agenda Item 10c.</i> Completed by SJ. d. Action Item 22: <i>See Agenda Item 5a.</i> e. Action Item 23: Completed. f. Action Item 25: <i>See Agenda Item 10c.</i> Completed by SJ. g. Action Item 26: Completed. h. Action Item 28: <i>Minutes of Pay Review Committee meeting had not been from CD, who had now resigned. See Agenda Item 8d for detailed discussion.</i></i>	
5.	Governor Business: a. Governor vacancies: i. Parent Governor: a) Governors had been made aware at FGB that CD had resigned as Parent Governor. b) At FGB on 30 November 2016, Vickie Graham had been elected as a new Parent Governor (replacement for TTK). c) The Head informed Governors that as agreed at FGB, she had advertised for a second Parent Governor (replacement for	

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	<p>CD).She was awaiting expressions of interest.</p> <p>d) Governors were concerned about ensuring those interested were aware of the level of commitment involved, given that the last 2 Parent Governors had resigned after a very short period on the Governing Body.</p> <p>e) During discussion about Co-opted Governors (see Agenda Item 5a-ii below) Governors agreed that AW should approach MH (currently a Co-opted Governor) to ask whether she would consider standing for election as a Parent Governor. They acknowledged that she might not wish to do this.</p> <p>Action: AW to approach MH to discuss whether she would consider becoming a Parent Governor.</p> <p>ii. Co-opted Governor - Refers to Action Item 22:</p> <p>a) The Head informed Governors that a potential Co-opted Governor (Gail Stapleford) had now visited the School for an in-depth discussion and could bring to the Governing Body the HR skills which they had previously agreed were needed. Ms Stapleford was not eligible to become a Parent Governor.</p> <p>b) After discussion, FPPS Governors agreed that subject to DBS checks, Gail Stapleford should be invited to become a Co-opted Governor.</p> <p>c) AW informed Governors that he had been in contact with a different potential Co-opted Governor (Mr Skinner). However, there was currently no vacancy.</p> <p>d) After discussion, Governors agreed that Mr Skinner should be invited to visit the School and talk to the Head.</p> <p>e) He should also be informed that whilst there was currently no vacancy, his interest would be registered in case a vacancy became available.</p> <p>Actions:</p> <p>1. AW to invite Gail Stapleford to be a Co-opted Governor.</p> <p>2. AW to invite Mr Skinner to visit the School to discuss the responsibilities of becoming a Governor.</p>	<p>AW</p> <p>AW</p> <p>AW</p>
<p>6.</p>	<p>Finance:</p> <p>a. Monitor 2016-17 budget and resourcing of SDP:</p> <p>i. The Chair informed Governors that at a meeting on 12 December, the LA had offered the School support from a contingency fund for High Needs. This offer would resolve the immediate budgetary issues.</p> <p>ii. However, the Chair warned Governors that this would not help with the 2017/18 forecast. Governors were made aware that staffing would need to be carefully reviewed for the coming academic year in order to balance the 2017/18 budget.</p> <p>iii. Phoenix funds now shown separately within the budget so the true financial situation across the School was clear.</p> <p>iv. The Chair summarised the analysis of the November BCR:</p> <p>a) Overall spending had reduced.</p> <p>b) <i>A Governor queried a change to funding.</i> The Head responded that a Looked After Child with an Education Health Care Plan had left the school so the associated funding had been removed by the LA; however this left the School with a TA who had been allocated to support the child. The TA had been kept in post within Year 2,</p>	

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	<p>providing targeted intervention support towards end of Key Stage assessments.</p> <p>b. Latest forecast and update from any further meetings with the LA:</p> <ul style="list-style-type: none"> i. GD informed Governors that currently, there was a small surplus showing on the forecast but he was aware of further expenditure and urged extreme caution for the following term. ii. The Phoenix funds were now identified separately within the account and should not be touched if possible. <p>c. Understand current work regarding catering providers:</p> <ul style="list-style-type: none"> i. SJ informed Governors that she was investigating contracts with catering providers. She had located a company that could act as an agency to find a solution, which would cost £2k. She had received good reports about this company from other schools. ii. In the meantime, the School had negotiated a contract with CCS, which was costing less than had originally been forecast for the same period. iii. Governors agreed that CCS should be given a chance to prove themselves during the following term and that SJ should continue looking for possible alternatives so that a formal decision could be taken in the summer. <p>Action: Chair to forward CCS contract to SJ.</p>	Chair
7.	<p>Staff Survey:</p> <ul style="list-style-type: none"> a. Governors felt that staff well-being was important and agreed that Vickie Graham (VG) should be approached to conduct a well-being survey. b. Governors agreed to leave the detailed discussion until the next meeting. <p>Action: AW to approach VG about conducting a staff well-being survey.</p>	AW
8.	<p>Personnel:</p> <ul style="list-style-type: none"> a. Staff update: <ul style="list-style-type: none"> i. The Head informed Governors that a teacher had been diagnosed with a serious illness, with possible long term sickness leave. The parents had been informed and were supportive. Short term cover was in place and longer term cover would be confirmed once the situation became clearer. ii. The Head informed Governors that another teacher was in hospital. Cover for the class was in place and there were good support staff. The teacher would return to work in January. iii. The planned meeting to discuss the Sex and Relationships policy had therefore been postponed until January 2017. iv. KS1 were suffering from the winter vomiting bug. <i>In response to a question from Governors, the Head confirmed that the School policy was to send a child home as soon as he/she became ill.</i> v. There were no stress-related staff absences. b. Staff vacancies: There were no staff vacancies. c. Recruitment: There had been no recruitment. d. Status of Staff and Headteacher pay reviews: <ul style="list-style-type: none"> i. Staff pay review: <ul style="list-style-type: none"> a) Minutes of the Pay Review Committee (PRC) meeting on 21 October 2016 had not been received from CD prior to his resignation. b) The Chair of Governors had written to CD on 4 December 2016 to request the Minutes. To date there had been no reply and the Chair would approach CD in person. 	

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	<p>c) The Head was concerned about the effect of the delay on staff in the meantime and asked whether FPPS could go ahead without waiting for CD's response.</p> <p>d) She pointed out that the other members of the PRC (CM and LB) could verify that the recommendations made by the Head had been all been accepted. CM agreed with this.</p> <p>e) The Chair asked the Head to forward the staff pay recommendations to him to review.</p> <p>Actions:</p> <p>1. AW to approach CD in person to request the Minutes of the Pay Review Committee meeting.</p> <p>2. Head to forward the recommendations for staff pay awards to GD.</p> <p>ii. Headteacher's pay review: The Chair informed Governors that the Headteacher's pay award had been agreed. Action: Head and Chair to sign the award and then send it to EPM and SJ for action.</p> <p>e. Professional Development:</p> <p>i. The Head showed Governors a handout containing the running record of staff continuing professional development (CPD) over the past 12 months.</p> <p>ii. The record showed a wide range of CPD undertaken by staff, much of which was making good use of internal expertise.</p> <p>iii. Governors agreed with the Head that the training budget was high so it was important to know if training from external providers was effective. To enable analysis, the Head had developed a comprehensive evaluation and impact form to send to staff at the end of training. Analysis of the results would help to determine future training.</p> <p>Action:</p> <p>1. Head to forward the record of staff CPD to Governors.</p> <p>2. Head to send the evaluation and impact form to staff to complete following CPD training.</p> <p>f. Performance Management:</p> <p>i. The Head informed Governors that SENCO was responsible for performance management for those TAs who were contracted to support children with Education Health Care Plans. Their performance management review meetings had been carried out and targets set for the coming year together with training needs.</p> <p>ii. The Deputy Head was responsible for performance management for all other TAs. Their performance review meetings would take place early in the new year due to current staff illness.</p>	<p>AW</p> <p>Head</p> <p>Head, Chair</p> <p>Head</p> <p>Head</p>
9.	<p>Policies and Procedures:</p> <p>a. Policy Schedule – policies due for review:</p> <p>i. The policies schedule was circulated prior to the meeting.</p> <p>b. Statutory policies for discussion:</p> <p>i. Whole School Pay Policy (WSPP):</p> <p>a) A copy of the WSPP had been circulated to Governors prior to the meeting.</p>	

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	<p>b) The Chair reminded Governors that the WSPP was based on the EPM model policy, an updated version of which had been received by the School earlier in the autumn term.</p> <p>c) <i>A Governor asked about salary sacrifice.</i> The Chair informed Governors that there was provision within the salary arrangements to allow staff to make payments directly from their salaries eg: donations to charity.</p> <p>d) <i>The same Governor asked whether staff and unions now needed to be consulted on the reviewed policy.</i> The Chair clarified the position, informing Governors that where there were major changes eg: to pay scales, then staff and unions needed to be consulted and this had been the case in the past. However, as there were no major changes for 2016, this was simply a review of the content and update of rates.</p> <p>e) The policy was adopted by Governors.</p> <p>ii. Accessibility policy update:</p> <p>a) The Head informed Governors that she was waiting for a date from the sub-group (LB and AR) to meet to finalise the document.</p> <p>b) AW suggested that a further update should be given at FGB in January 2017.</p> <p>Action: Head to contact LB and AR to arrange a suitable date for the Accessibility Policy sub-group to meet to finalise the document.</p> <p>iii. Premises management documents: “Premises management documents” were shown in the DfE list of statutory policies, without any clarification as to which documents were appropriate. SJ pointed out that the School recorded the Minutes from H&S meetings and had a prioritised schedule of works (discussed later under Agenda Item 10c). Governors were unclear as to what other documentation was considered appropriate so SJ agreed to contact the National Association of School Business Management for advice. Action: SJ to investigate which premises documents should be held.</p> <p>c. Non-statutory policy updates:</p> <p>i. Recruitment and selection policy: The policy had been circulated prior to the meeting. The policy was adopted by Governors.</p> <p>ii. Discretionary leave of absence policy: The policy had been circulated prior to the meeting. The policy was adopted by Governors.</p> <p>iii. Flood emergency plan: The flood plan had been updated by the Head. The links to the Environment Agency had altered and contact details amended. The policy was adopted by Governors.</p> <p>iv. Employment policy: <i>Governors questioned whether this was now covered elsewhere.</i> Following discussion, as the Recruitment and Selection policy was based on the model from EPM and the Employment Policy was based on the model from Cambridgeshire County Council, Governors agreed that it would be in the School’s</p>	<p>,</p> <p>Head</p> <p>SJ</p>
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	<p>interest to retain the Employment policy. The policy was re-adopted by Governors.</p>	
10.	<p>Premises, Health and Safety:</p> <p>a. Governor responsible for Premises and Health and Safety:</p> <ul style="list-style-type: none"> i. CM volunteered to take responsibility for Premises and Health & Safety. ii. Governors agreed that CM should take on responsibility for Premises and Health and Safety and thanked her for volunteering to take on the role. <p>b. Health and Safety – review of minutes:</p> <ul style="list-style-type: none"> i. SJ provided an update following the H&S meeting on 28 November 2016. ii. Items raised in May 2016 as needing attention had been dealt with except for the following: <ul style="list-style-type: none"> a) Grass area at the Green End side of the playground had been cordoned off when appropriate but remained very boggy. SJ to look at costs of reinstating the area with artificial turf or matting. b) Pergola roof had not been cleaned. SJ to clarify the position with the window cleaning company who had cancelled twice. c) Guttering to back of hall needed repairing, for which scaffolding was needed. SJ to obtain costs. d) Equipment ordered for restoring the hall floor. CM offered to provide a contact in the event that the hall floor needed further attention. e) Ceiling gap by window in hall needed doing. SJ to obtain costs. f) Hall guttering in courtyard might become urgent if there was heavy rainfall. SJ to obtain costs. g) Dampness to the flat roof in courtyard still being investigated. h) Seal on the door to courtyard was being monitored but still draughty. <p>c. Maintenance Plan update:</p> <ul style="list-style-type: none"> i. Additional items on Premises action plan, included on the report by SJ: <ul style="list-style-type: none"> a) Hall back door was ill-fitting and rattled, setting the alarm off. This was not a fire exit so ideas were being sought to remove or replace it. b) Air brick needs replacing; advice needed on what sort and where to source it. c) Painting plan for classrooms needed. Phoenix cost £320. Head suggested this might be suitable for volunteers from RAF Wyton, whose services had been offered by the CO. d) SJ detailed the reasons for delay on the fire extinguisher inspection service, which was now planned for January 2017. ii. During a walk round School, following the meeting on 28 November, the following items were noted: <ul style="list-style-type: none"> a) Windows needed cleaning – now arranged. b) Side gate handle not working – replaced and working. c) Area outside back of hall very untidy – tidied and being monitored <p>Action: SJ and CM to confirm date in January 2017 for the next Premises meeting.</p> <p>d. Other maintenance issues:</p> <ul style="list-style-type: none"> i. The Head pointed out that maintenance work was currently paid for as required. ii. Following the end of the previous maintenance contract the School had 	<p>SJ, CM</p>

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	<p>ceased receiving regular service visits or updates on legislation.</p> <p>iii. Governors agreed that a member of staff should attend Legionnaires Disease knowledge training at a cost of £60.</p>	
11.	<p>Any other business</p> <p>a. Further training for Ofsted:</p> <p>i. <i>Following the training session on Ofsted held on 12 December, AW asked about the potential further training for Ofsted, initially discussed at FGB on 29 November 2016.</i></p> <p>ii. The Head informed Governors that she was awaiting a response from the School's LA Adviser (Craig Duncan).</p> <p>iii. Potential dates agreed for the additional Governor training: 10, 24 and 31 January 2017.</p> <p>b. Lunchtime arrangements in School:</p> <p>i. AW wished to be more aware of arrangements for lunchtimes in School.</p> <p>ii. To this end, he proposed a monitoring visit in January 2017 to investigate; he would attend lunch at his own expense.</p> <p>iii. The Head agreed to ensure that the relevant School staff were available during his visit.</p> <p>Action: AW and the Head to agree a date for a lunchtime monitoring visit in January 2017.</p> <p>c. Grit box:</p> <p>i. CM informed Governors of an offer from the Council to provide a grit box and grit at a cost of £95 + VAT.</p> <p>ii. She also told Governors that the resident next to the potential site on Green Lane had offered to maintain the use of the grit box.</p> <p>iii. Governors agreed that this would be a benefit for the School and wished to record their thanks to the resident for his offer.</p> <p>There was no other business.</p>	AW, Head
12.	Date and time of next meeting: Tuesday 21 February 2017 at 6.30pm	

The meeting closed at 7.43pm.

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